

This Notice Expires 1 December 1968

SECURITY

25X1A

11 December 1967

TRANSMISSION OF CLASSIFIED DOCUMENTS OUTSIDE CIA

1. Headquarters Regulation [REDACTED] requires that Secret and Confidential material transmitted outside CIA by established courier services be double wrapped, with only the inner envelope bearing the classification of the material, that the outside envelope be marked "Via Courier," and that a Courier Receipt be attached. The Courier Receipt gives the only indication that the contents is classified. In several instances recently the accidental loss of the Courier Receipt between the originating office and the Central Mail Room has resulted in classified material being transmitted through the regular U.S. mail because the envelope was not properly prepared. Employees are reminded that the outer envelope enclosing Secret and Confidential material being transmitted outside CIA by established courier services must be plainly marked VIA COURIER. VIA COURIER rubber stamps are available through the Building Supply Offices.

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2. [REDACTED] also requires that when transmitting Secret and Confidential material within the United States by postal service, registered mail shall be used and that a Postage Slip, Form 239, and a Courier Receipt, Form 240, shall be securely attached to the outer envelope. The accidental loss of Postage Slips between the originating office and the Central Mail Room has resulted in classified material being transmitted by regular U.S. mail. Henceforth, to preclude similar security breaches, the originating office shall type REGISTERED or REGISTERED RETURN RECEIPT REQUESTED in the lower left-hand corner of the outer envelope. Rubber stamps have been ordered and will be available through the Building Supply Offices at a later date.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: ALL EMPLOYEES

GROUP 1
Excluded from automatic
downgrading and
declassification